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CIA RECORDS CENTER

ANNEX I

The Annex provides project data for the
construction of a permanent Records Center at



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C O P Y

Approved For Release 2002/08/22 : CIA-RDP61-00910A000100070003-0

25 January 1954

MEMORANDUM FOR: Chairman, Project Review Committee
THRU : Acting Deputy Director (Administration)
SUBJECT : Submission of Project Providing for Construction
of an Agency Records Center

Attached for the consideration of the Project Review Committee is detailed information covering the proposed project providing for the construction of an Agency Records Center. The estimated cost of the project is \$405,000.

Attachment:
Detailed Project Outline

Chief, General Services Office

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CONCURRENCES:

/s/

Sheffield Edwards
Director of Security

Date

/s/

Edward R. Saunders
Comptroller

Date

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/s/

Date

/s/

James A. Garrison
Chief of Logistics

Date

Approved for forwarding to Project Review Committee.

/s/

L. K. White
Acting Deputy Director (Administration)

Date

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PROJECT OUTLINE

25 January 1954

Subject: Proposed Construction of CIA Records Center

Sub-Project Identification: NA

Amendment No. NA

Originating Office: General Services Office

a. Office Chief: Ext. 785

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b. Branch Chief: NA

c. Case Officer: NA

Target Area: NA

Type of Project: Administrative and Departmental only.

Financial Mechanism:

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Funds Requested: \$405,000 - Fiscal Year 1954 - unvouchered.

Current Status: New. Not previously considered by the Project Review Committee.

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1. **OBJECTIVE:** The establishment of an Agency Records Center at
to replace the Interim Records Center now being operated at Rosslyn, Virginia.
 2. **ORIGIN and POLICY GUIDANCE:**
 - a. Origin. Public Law 754 requires, in Section 506 b thereof, that "the Head of each Federal Agency shall establish and maintain an active and continuing program for the economical and efficient management of the records of the Agency. . . .".
 - b. Whence proposed. In headquarters.
 3. **SITUATION:**
 - a. The Federal Records Act (Public Law 754) requires the establishment of a records program within each Federal Department and Agency, which requires as an end result that inactive records be transferred from office space and filing equipment to records-center-type of storage. The General Services Administration is now operating ten Federal Records Centers to which records are being transferred by government agencies doing unclassified work. The Department of the Army is currently storing 1,496,000 cu. ft. of Army and Air Force records in three Army-operated Centers in the Continental United States. In addition, they operate five overseas Records Centers. The Atomic Energy Commission has constructed and operates its own Records Center.
 - b. The CIA has an exemption from Public Law 754, but it has been the express intention of CIA to comply with the spirit and intent of all Acts of Congress, from which it enjoys an exemption. In addition, Public Law 253 requires the Director of CIA to protect its sources and methods of collecting intelligence from unauthorized disclosure. For that reason, CIA material cannot be turned over to a General Services Administration Records Center and, therefore, it is essential that the Agency operate its own Records Center.
 - c. The Interim Agency Records Center located at Rosslyn, Virginia, is a government-owned building on leased land and contains 20,000 sq. ft. of floor area. For Records Center purposes, this building is expensive to maintain; does not provide adequate security; does not have proper lighting, heat or personal health facilities; and could not be expanded to meet future requirements. The cost of renovating this property to make it adequate and secure would be approximately \$95,800, or 23% of the cost of new construction. The present owner is demanding return of his property on or about 30 June 1954. The building was erected in 1943 by the Office of Strategic Services and these problems will undoubtedly involve litigation. In any event, the property must be turned over to the General Services Administration for disposal in accordance with existing government regulations. As indicated

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above, the building would not be adequate nor desirable as a future Agency Records Center because of location, security, and very limited possibilities of expansion. The cost of maintaining the building on a continuing basis, including cost of security, would be approximately \$34,460 per year which, with the renovation cost, will equal the cost of construction amortized in 11.8 years.

- d. The Agency now owns 16,733 pieces of filing equipment valued at \$2,347,332. Issuances of filing equipment for previous years are as follows: 1950, 2,219 pieces; 1951, 3,331 pieces; and 1952, 4,238 pieces. In this period, the average increase in issuances over each previous year is 38%. This rate of purchase of equipment will continue unless the Agency operates an adequate Records Center.
- e. The cost of microfilming 60 cu. ft. of records is \$703.27. The same volume of records can be stored in a Records Center for 43 years for this amount of money. Since only about 5% of all records are usually considered permanent, it is expensive and impracticable to microfilm records as a general practice.
- f. Estimates of the Agency's present records holdings, annual records accretions and retireable records are as follows:
 - (1) Present Records Holdings - 92,000 cu. ft. (Appendix A)
 - (2) Annual Records Accretions - 20,000 cu. ft. (Appendix B)
 - (3) Retireable Records - 27,600 cu. ft. can be released to a records center after completion of an initial inventory of all Agency records. This is equivalent to 3,450 4-drawer filing cabinets with a replacement cost of \$810,000. In addition, 8,000 cu. ft. can be retired annually thereafter, which will release 1,000 cabinets each year, valued at \$235,000. (Appendix C)

25X1A6A 4. PROPOSAL: To construct an Agency Records Center consisting of approximately 21,290 sq. ft. of floor area and a structure of poured reinforced concrete at an estimated cost of \$405,000. (See Appendix D). The site to be selected to provide for possible expansion up to 60,000-70,000 sq. ft. of floor area.

5. OPERATIONAL OUTLINE: NA
- a. Sub proposals or "tasks." NA
 - b. Key personnel. NA
 - c. Indigenous groups and/or leaders. NA
 - d. Target groups. NA
 - e. Duration. NA
 - f. Graphic illustrations. NA

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6. SECURITY:

- a. [REDACTED]
- b. Knowledgeability. NA
- c. Operational security. NA
- d. Risks. NA
- e. Personnel disposal. NA
- f. Disaster Plan. NA

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7. COORDINATION:

- a. Relation to other projects. The operation of an Agency Records Center [REDACTED] would be directly tied to the CIA Emergency Plan as well as the storage of vital documents which are now located at this Center.
- b. Significance within over-all program in area. NA
- c. Extent of coordination. NA

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8. CONTROL:

- a. Nature of. The control of this facility should rest with the General Services Office because it is an integral part of the Agency's Records Management Program which must, of necessity, come under the direction of the headquarters personnel supervising that program.

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[REDACTED]
will be responsible for the general administration of the Records Center personnel, except as to selection, appointment and promotion.

- b. Administrative plan. Not required.
- c. Reports. Internal reports will be required on volumes of records on hand, received, and destroyed.

9. BUDGET DATA:

- a. Total over-all CIA funds required for Fiscal Year 1954: \$405,000 of unvouchered funds.
- b. Availability of CIA funds required. This item was not specifically budgeted for the reason that when the 1954 budget was prepared, the need for an Agency Records Center of the size proposed could not be calculated. It is estimated, based on the present rate of expenditures, that the General Services Office may make available, with the approval of the Director, \$50,000 from Allotment Account No. 4-6612-20 Space, Maintenance and Facilities Division; and \$50,000 from Allotment Account No. 4-6614-20 Printing and Reproduction Division. It is believed that these sums can be made available from present allotted funds due to a reduction in Agency personnel for the Fiscal Year 1954. This reduction has resulted in a reduction of space needs and has, therefore, made sums available that were originally scheduled for alterations to office buildings to be acquired. The

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rate of expenditure for supplies for the Printing and Reproduction Division, General Services Office, indicates that the Agency needs are not as great as anticipated for the current fiscal year. The balance of \$305,000 will be provided by the Acting Deputy Director for Administration upon completion of re-examination of the need for Agency funds already allocated which is now in process. It is recommended that the Project Review Committee and the Director grant approval of the project, subject to additional funds being recovered for this purpose in the amount of \$305,000.

- c. Non-CIA funds. NA
- d. Foreign currency. NA
- e. [REDACTED]

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- f. Financial History. See Appendix E, for Fiscal Year 1953 and Fiscal Year 1954.
- g. Future requirements. It is estimated that the proposed Records Center will be adequate for approximately five (5) years and that at the end of that time an additional 25,000 sq. ft. will be required. It is roughly estimated that ultimately the Agency will require an over-all Records Center of from 60,000-70,000 sq. ft. Appendix F.

10. SUPPORT DATA:

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- a. Total CIA personnel: Administrative support for this facility [REDACTED] is available. (See concurrence [REDACTED])
- b. Material. NA
- c. Communications. NA
- d. Other CIA support. NA
- e. Support required from other United States agencies. NA

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11. GENERAL CONSIDERATIONS:

- a. Current status. An Interim Records Center is now being operated at Rosslyn, Virginia, with the bare minimum requirements pending decision on this proposal.
- b. Commitments. A tentative commitment exists to release the Rosslyn Records Center property by 30 June 1954. Therefore, to fulfill this commitment, action should be taken by that date to relocate the Records Center if possible.
- c. Effectiveness. As of this date there has been transferred into the Records Center approximately 4,670 cu. ft. of records. This amount of records would require 583 safe-type cabinets for office storage with a value of \$137,000. In addition, there is approximately 6,383 cu. ft. of classified supplemental distribution material which would require 790 file cabinets with a replacement value of \$186,000.

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- d. The proposed Records Center of approximately 21,290 sq. ft. costing \$405,000 (Appendix D) will house approximately 40,000 odd cu. ft. of records. The ratio of 2 cu. ft. of records for each sq. ft. of available floor space meets the minimum standards established by the General Services Administration in the operation of 10 Federal Records Centers. 40,000 cu. ft. of records is equivalent to 5,000 4-drawer safe cabinets valued at \$1,175,000. The net savings resulting from a transfer of 40,000 cu. ft. of records from office space to a Records Center would be \$905,115. (Appendix G)
- e. Evaluation. The effectiveness of this project after construction could be evaluated by the cu. ft. of records accepted into the Records Center and the number of filing cabinets released for other purposes. Also, the volume of records actually destroyed within the Records Center itself would be another yardstick for the over-all program.
- f. Policy questions. The principal question of policy is the utilization of funds for the construction of the Proposed Records Center facility. The necessity for this construction has been previously mentioned to representatives of the Bureau of the Budget. However, upon approval by the Projects Review Committee and the Director, the expenditure of funds for this purpose will be specifically cleared with that Agency. The proposed construction is necessary to comply with the Federal Records Act (Public Law 754), and provide adequate protection for the Agency's records, resulting in economies, sufficiently justifies the use of these funds.
- g. Congress. The Agency should be able to indicate to Congress its compliance with the Federal Records Act (Public Law 754). Security-cleared representatives of the General Services Administration responsible for the government-wide records program are in constant touch with us in regard to the development of CIA's Record Program.
- h. Extra-Agency action. NA
- i. Proprietary companies. NA
- j. Special considerations. NA
- k. Liquidation. NA

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APPENDIX A

PRESENT RECORDS HOLDINGS

It is estimated that the Agency now has in its possession 92,000 cu. ft. of records. The following factors are the basis for this estimate.

1. Total number of pieces of filing equipment in the Agency - 16,733.
2. The average capacity of the various types of filing equipment - 5.5 cu. ft.
3. Factors offsetting one another, such as:
 - (a) Space in filing equipment utilized for overnight storage.
 - (b) Records maintained in places other than filing equipment, such as on shelves in vaulted areas.

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APPENDIX B

ANNUAL RECORDS ACCRETIONS

It is estimated that records created and accumulated by the Agency would amount to an annual accretion of 20,000 cu. ft. This appears to be a reasonable figure in view of the following:

1. Personnel in the National Archives and Records Service stated that an estimated $1\frac{1}{2}$ cu. ft. of records are accumulated for each person employed by an Agency. The experience of the National Records Management Council in industry, indicates that this figure is approximately 2 cu. ft.
2. Purchases of filing equipment in 1950 with a capacity of 12,200 cu. ft.; 1951, 18,300 cu. ft.; 1952, 23,300 cu. ft.

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APPENDIX C

RETIRABLE RECORDS

- A. It is estimated that of the 92,000 cu. ft. of records in the Agency, 30%, or 27,600 cu. ft., could be released after the initial inventory and appraisal. This percentage appears to be conservative on the basis of:
1. Records inventories of the General Services Office and Office of Operations, Contact Division. The inventories showed that 68% of the records of General Services Office and 32% of those of Office of Operations, Contact Division could be released to a Records Center.
 2. An estimate, in the Hoover Commission Report, that over 50% of all Government records accumulations could be released.
 3. The release of as much as 74% in industry as experienced by the National Records Management Council.
- 27,600 cu. ft. of records is equivalent to 3,450 4-drawer filing cabinets valued at \$310,000.
- B. It is estimated that a volume of records equivalent to 40% of the 20,000 cu. ft. annual records accretions, or 8,000 cu. ft., can be transferred to the Records Center each year after the effective date of a schedule for the systematic retirement of inactive records. 8,000 cu. ft. of records is equivalent to 1,000 4-drawer filing cabinets valued at \$235,000.
- There is no available experience on which to base this estimate. However, it is reasonable to assume that a large percentage of records 3, 4, 5 or more years old will not be needed for frequent reference. At present, it is difficult to retire Agency records to a Records Center because current records are commonly interfiled with non-current records. Once procedures for the systematic cut-off and retirement of files are established, the current records will automatically be segregated from those that are non-current, which will overcome this difficulty.
- * The estimate of a volume of records equivalent to 40% of the annual accretions applies to non-current records, which may be as much as ten years old, and not to current records.

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APPENDIX D

COST ESTIMATE OF PROPOSED RECORDS BUILDING

Building: Basement and one story; exterior of reinforced concrete walls; reinforced concrete flat slab frame (with monolithic floor finish); concrete masonry unit partitions; exposed concrete ceilings (painted); asphalt tile floor in offices and darkroom; cement finish elsewhere; fluorescent lighting throughout (secondary current); air conditioned with humidity control and forced air heat; security alarm system (no sprinklers); hydraulic elevator. Provisions for additional story. Contract to include installation of shelving furnished by Government.

Gross Area: Basement 10,320 sq. ft.
1st Floor 10,970 " "
Total 21,290 sq. ft.

Volume: Approximately 320,000 cu. ft.

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Construction	\$200,000
Air Conditioning and Heating	110,000
Fluorescent Lighting Fixtures	11,000
Electrical Work (Secondary Current)	33,000
Security Alarm	3,000
Plumbing	8,000
Elevator	10,000
Approaches	<u>10,000</u>
TOTAL ESTIMATED CONSTRUCTION COST	385,000
Contingencies	<u>20,000</u>
	\$405,000

Deduct from above for brick face with 8-inch masonry unit backing. \$10,000

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Next 3 Page(s) In Document Exempt

APPENDIX E

Fiscal Year 1953

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[REDACTED]

1 24-hr. guard post	\$ 21,020.04
Animal lease	10,500.00
Operation & Maintenance	<u>8,962.00</u>
Total	\$ 40,482.04

Fiscal Year 1954

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[REDACTED]

(1 mo. pro-rated from above) \$ 13,494.00

Rosslyn

1 24-hr. guard post	21,020.04
Animal lease	6,000.00
Operation & Maintenance	<u>7,440.00</u>
Total	\$ 47,954.04

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RECORDS CENTER CAPACITY REQUIREMENTS

It is estimated that an Agency Records Center of 21,290 sq. ft., with a capacity of approximately 40,000 cu. ft. of records, will be filled in about 5 years. There are no experience figures available, but the following factors were considered in arriving at the estimate.

- (a) Total Agency records holdings - 92,000 cu. ft.
(Appendix A)
- (b) Annual accretion of records - 20,000 cu. ft.
(Appendix B)
- (c) Annual volume of records to be retired - 8,000 cu. ft. (Appendix C)
- (d) Capacity of Records Center - 40,000 cu. ft.
(Appendix G)
- (e) The completion date of initial inventories of present record holdings and the development of the related records control schedules. (A minimum of 2 years to cover the entire Agency.)
- (f) The time required and the extent of success in changing present systems to provide annual cut-offs which will permit systematic periodic retirement of records.
- (g) The volume of records which:
 - (1) Can be destroyed by offices without transfer to the Center.
 - (2) Transferred to the Center and destroyed after retention periods of 1 or more years.
 - (3) Transferred to the Center for permanent retention in present form.
 - (4) Transferred to the Center for microfilming for permanent retention.

In view of the above considerations, it appears that the Agency will have to establish and operate a Records Center of from 60,000 to 70,000 sq. ft. of space in 10 to 20 years, although such a requirement cannot be fully justified at this time. For this reason, a conservative approach would be the establishment of a 21,290 sq. ft. Records Center, constructed in such a manner that it can be readily expanded to meet future needs. This expansion is possible in a building constructed

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COMPARATIVE CUMULATIVE COST OF OFFICE AND
RECORDS CENTER STORAGE OF INACTIVE AGENCY RECORDS

Inactive Records Accumulations 1/ Fiscal Cubic Year Feet	File Cab. Required	OFFICE STORAGE			CENTER STORAGE Equipment and Building Cost 2/ Cumulative	Savings
		Cab. Replace- ment Value	Cab. Space Cost	Office Stor- age Cost		
1954 8,000	1,000	\$ 235,000	\$ 11,400	\$ 246,400	\$412,177	\$165,777 (minus)
1955 16,000	2,000	470,000	34,200	504,200	419,354	84,846
1956 24,000	3,000	705,000	68,400	773,400	426,531	346,869
1957 32,000	4,000	940,000	114,000	1,054,000	433,708	620,292
1958 40,000 2/	5,000	1,175,000	171,000	1,346,000	440,885	905,115 4/

1. It is estimated in Appendix C that approximately 8,000 cu. ft. of records will be transferred to the Records Center annually. On the basis of this estimate, the above figures indicate that the Center will be filled to capacity in about 5 years and at that time expansion will be necessary. Although the volume of records to be retired will continue at the rate shown above, the volume of inactive records to be housed will accumulate at a somewhat reduced rate after the first few years of operation. This will be accomplished through the development and application of Records Control Schedules under which a portion of such records can be destroyed upon the expiration of established retention periods approved by officials of the responsible offices.
2. Records Center capacity is assumed to be in the ratio of 2 cu. ft. of records for every 1 sq. ft. of available floor space. This is a minimum figure established by the GSA in the operation of ten Federal Records Centers. It takes into consideration the space needs for aisles and offices.
3. Includes an estimated \$405,000 for construction and the cost of the storage equipment for the accretions of each year.
4. In computing the saving, the salaries of Records Center operating personnel are not accounted for because this cost will be more than offset by the savings in the salaries of office personnel, i.e. more time is required to maintain and service inactive records in office space than is required when the records are stored in a Records Center.